

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, 2014, to September 30, 2015.					
PART A Department or Agency Identifying Information	1. Agency		1. Federal Communications Commission		
	1.a. 2 nd level reporting component				
	1.b. 3 rd level reporting component				
	1.c. 4 th level reporting component				
	2. Address		2. 445 12th St. SW		
	3. City, State, Zip Code		3. Washington DC, 20554		
	4. CPDF Code	5. FIPS code(s)	4.	5.	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 1,626
	2. Enter total number of temporary employees				2. 8
	3. Enter total number employees paid from non-appropriated funds				3. 54
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]				4. 1,688
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Thomas Wheeler, Chairman		
	2. Agency Head Designee		2.		
	3. Principal EEO Director/Official Official Title/series/grade		3. Ramona Mann, Acting Director		
	4. Title VII Affirmative EEO Program Official		4. Linda Miller		
	5. Section 501 Affirmative Action Program Official		5.		
	6. Complaint Processing Program Manager		6. Linda Miller		
	7. Other Responsible EEO Staff		7. Kenneth Heredia, Program Analyst		

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	EEOC FORMS and Documents Included With This Report		
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	NA
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

EEOC FORM 715-01 PART E	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Communications Commission	For period covering October 1, 2014, to September 30, 2015.	
EXECUTIVE SUMMARY		
<p>Introduction</p> <p>This Equal Employment Opportunity (EEO) Program Status Report for Fiscal Year (FY) 2015 outlines the Federal Communications Commission's (FCC or Commission) Equal Employment Opportunity (EEO) program activities, as required by the Equal Employment Opportunity Commission's (EEOC) Management Directive 715 (MD-715). This report highlights the FCC's accomplishments in establishing and maintaining a model EEO Program by promoting equal opportunity for all of our employees and applicants, and identifying areas for improvement. It also provides the objectives for FY 2016 and beyond.</p> <p>The Mission of the Federal Communications Commission</p> <p>The FCC is an independent U.S. Government Agency with primary authority for communications law, regulation and technological innovation. The FCC regulates interstate and international communications by radio, television, wire, satellite and cable in all fifty states, the District of Columbia and the U.S. territories. As the FCC faces economic opportunities and challenges associated with rapidly evolving advances in global communications, the FCC seeks to:</p> <ul style="list-style-type: none"> • Promote Economic Growth and National Leadership; • Protect Public Interest Goals; • Make Networks Work for Everyone; and • Promote Operational Excellence. <p>The Mission of the Office of Workplace Diversity</p> <p>The Office of Workplace Diversity (OWD or Office) is responsible for developing and administering the Commission's policies, programs, and practices to foster a diverse workplace and promote and ensure equal employment opportunity (EEO) for all employees and applicants for employment. Additionally, the Office is responsible for conducting independent analyses of the Commission's policies and practices to ensure that those policies and practices foster diversity in the workplace and ensure equal opportunity and equal treatment for employees and applicants. Moreover, the Office advises the Commission, Bureaus, and Offices of their responsibilities under Title VII of the Civil Rights Act of 1964, as amended; Section 501 of the Rehabilitation Act of 1973, as amended; the Age Discrimination in Employment Act of 1967, as amended; Executive Order 11478; and all other statutes, Executive Orders, and regulatory provisions relating to workplace diversity, equal employment opportunity, nondiscrimination, and civil rights.</p>		
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Model Agency Elements

The MD-715 has six essential elements that agencies use to assess the health of their EEO programs and assist in developing and maintaining a model EEO program. The FCC's accomplishments under each element are listed below:

Essential Element A: Demonstrated Commitment from Agency Leadership

- Chairman Wheeler issued a new EEO Policy Statement and a new Anti-Harassment Policy Statement on August 5, 2015.
- Published EEO and Anti-Harassment policy statements on the intranet, internet and in high-traffic areas.
- Chairman Wheeler continued his initiative to increase the number of employees who have intellectual or developmental disabilities
- Four FCC Commissioners starred in an FCC-specific web-based disability sensitivity training module.
- Managers and supervisors are evaluated on their commitment to the FCC's affirmative employment principles, and EEO and Diversity goals.
- Managers and supervisors ensure the provision of disability accommodations to qualified individuals with disabilities when such accommodations do not create an undue hardship.
- Employees are informed about the behaviors that are inappropriate in the workplace through distribution of the policy statements (intranet, internet, high-traffic areas) and the Basic Negotiated Agreement (intranet, and individual copies to employees).
- The OWD staff meets with managers and supervisors to discuss EEO laws, policies procedures, as well as laws, policies and procedures affecting individuals with disabilities.
- The Learning and Development Service Center (LDSC) staff developed an online New Employee Orientation portal for new employees to learn about the FCC, the rights, responsibilities and benefits of being an employee as well as to complete required new employee documentation.
- Increased the number of collateral-duty EEO Counselors to ensure employees receive counselling at the earliest opportunity.

Essential Element B: Integration of EEO into the Agency's Strategic Mission

- OWD Acting Director is under direct supervision of Agency Head.
- During FY 2015, the FCC continued to recognize, through its FCC Diversity Series, the Martin Luther King, Jr. Holiday, Black History Month, Women's History Month, Asian American Pacific Islander Heritage Month, Hispanic Heritage Month, and Women's Equality Day.
- OWD has sufficient funding to train staff to perform their duties.
- FCC Published its "Plan to Increase Employment of People with Disabilities.

Essential Element C: Management and Program Accountability

- OWD Acting Director provides regular EEO updates to the Chairman's Office.
- The Training Working Group (TWG) developed nine recommendations for improving the FCC's training and professional development opportunities.
- The LDSC developed a mentorship program featuring speed mentoring to allow employees to meet and receive mentoring from numerous senior employees.

Essential Element D: Proactive Prevention

- OWD Acting Director meets with Senior Managers to identify barriers to equal opportunity.
- OWD prepared trend analysis of workforce profiles by race, national origin, gender and disability.
- The FCC prepared trend analysis of the workforce's major occupations, and grade level distribution by race, ethnicity, gender and disability.
- FCC developed and launched a unique FCC-specific web-based disability-awareness training module featuring contributions from the Chairman, several Commissioners and employees with disabilities.
- The TWG offered recommendations to improve the FCC's training and professional development opportunities.

Essential Element E: Efficiency

- OWD staff working with the IT staff began development and deployment of an online complaint filing and tracking system.
- OWD hired five new collateral-duty counselors who received the required 32-hour new counselor training.
- The new collateral-duty counselors participated in additional mock training exercises before receiving their first cases to ensure professional, knowledgeable and efficient counselling of employees.
- Experienced collateral-duty counselors were offered the required 8-hour counselor training.

Essential Element F: Responsiveness and Legal Compliance

- OWD timely complies with orders and directives of the EEOC.
- The Office of the General Counsel timely complies with orders and directives of the EEOC.

Federal Communications Commission	FY 2015
<p style="text-align: center;">Workforce Profile</p> <p>Results of the FCC's Annual Self-Assessment</p> <p>The Commission's FY 2015 total workforce was comprised of 1,688 employees, a 2.31% decrease from the prior year total of 1,728 (40 fewer employees). The participation rates of males and females remained the same, 49.59% for males and 50.41% for females (<i>See</i> Figure 2). The distribution of the FY 2015 FCC workforce by Race/National Origin (RNO), Gender, and Reported Disability was as follows (<i>See</i> Figures 1 and 3):</p> <ul style="list-style-type: none"> • Hispanic or Latino males 1.95% (33) • Hispanic or Latino females 1.36% (23) • White males 34.72% (586) • White females 25.06% (423) • Black or African American males 7.94% (134) • Black or African American females 20.32% (343) • Asian males 4.68% (79) • Asian females 3.38% (57) • Native Hawaiian or Other Pacific Islander males 0% (0) • Native Hawaiian or Other Pacific Islander females 0% (0) • American Indian/Alaska Native males 0.24% (4) • American Indian/Alaska Native females 0.18% (3) • Two or More Races males 0.06% (1) • Two or More Races females 0.12% (2) • Reported Disability 5.81% (98)¹ • Targeted Disability² 1.48% (25) 	
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¹ This number includes Persons with Targeted Disabilities.

² Targeted disabilities are those disabilities that the federal government, as a matter of policy, has identified for special emphasis. The targeted disabilities listed on the MD-715 Tables are: hearing, vision, missing extremities, partial paralysis, complete paralysis, epilepsy, severe intellectual disability, psychiatric disability, and dwarfism.

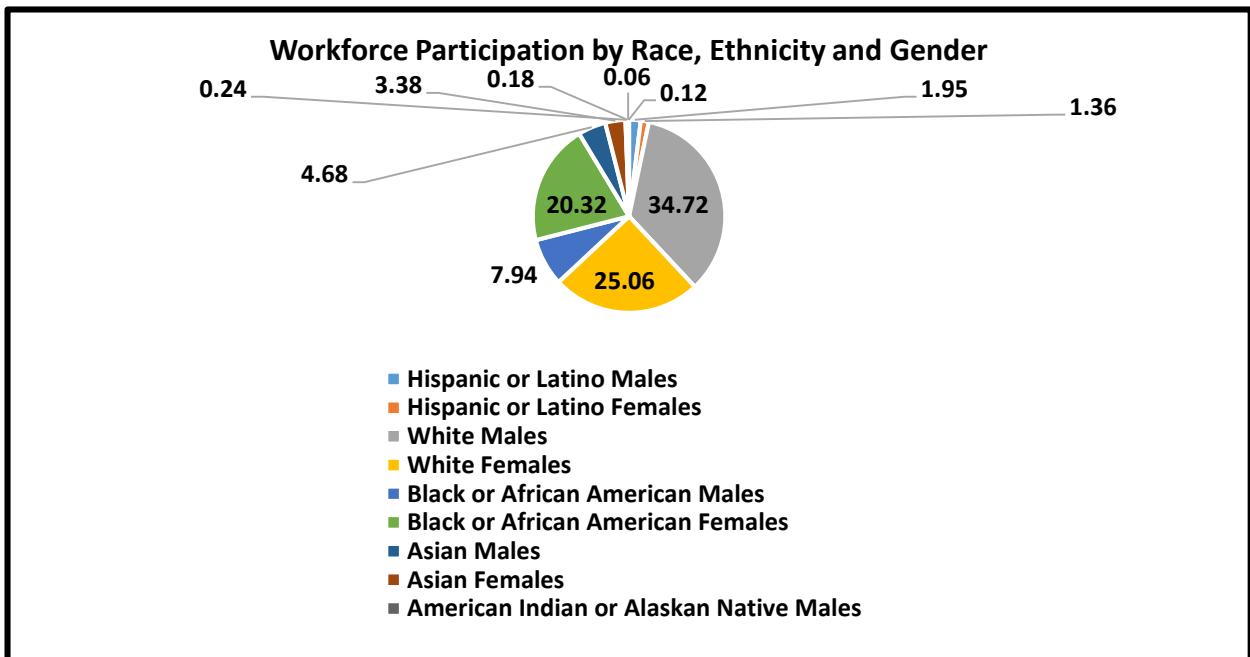


Figure 1

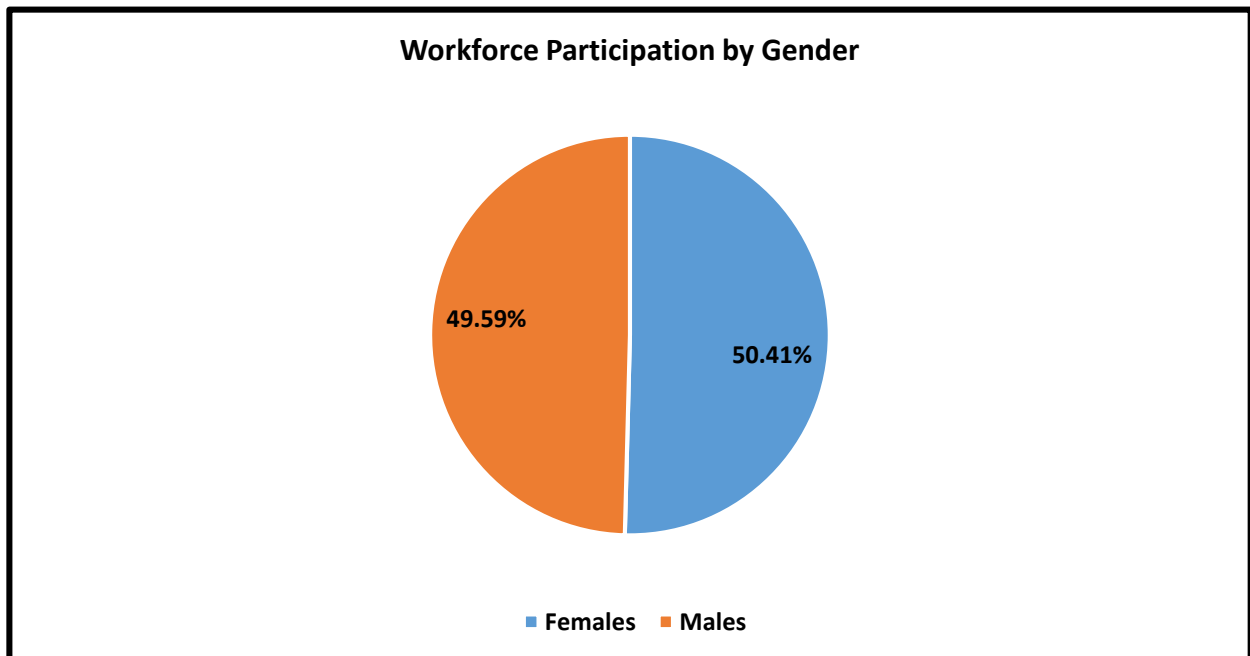


Figure 2

Employment of Individuals with Disabilities

In FY 2015, the FCC continued its initiative to hire people with intellectual and developmental disabilities. Specifically, the FCC took its efforts on the road as the FCC staff met with other federal government agencies, FCC reporting entities and FCC contractors to identify and expand awareness and actual hiring of people with intellectual and developmental disabilities. This effort included discussions with FCC contractors regarding the Department of Labor's (DOL) Section 503 regulations and development of compliance and procurement plans for FCC Contractors in support of the DOL guidance on hiring people with disabilities. Additionally, the FCC has added a clause to all of the FCC's new procurement actions designed to promote and increase the hiring of people with disabilities. In connection with this hiring initiative, the FCC developed and launched an FCC-specific web-based disability-awareness training module and hosted public disability awareness discussions. In addition to the initiative to hire people with intellectual and developmental disabilities, the Commission increased its staffing of persons with disabilities through new hires, contracting and details from other agencies. In light of the success of the Chairman's Initiative, the FCC hired five individuals through its Schedule A Authority resulting in an increase of total employees with a disability from 5.50% to 5.81%. This increase is notable because the FCC was able to increase the number of employees with a disability even as it reduced its total number of employees by forty persons. Finally, the FCC published its "Plan to Increase Employment of People with Disabilities."

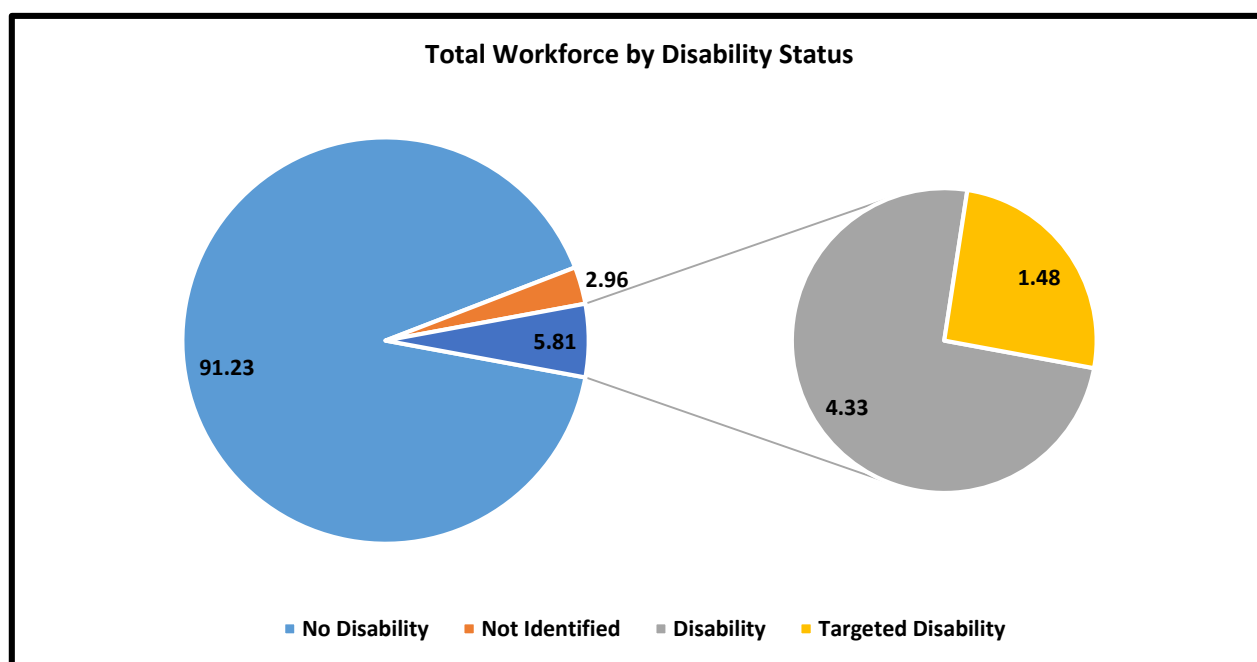


Figure 3

Hires and Separations

On the hiring front, the FCC does well in attracting employees from most racial and ethnic groups. Notably, the participation rates of African American or Black males and females and Asian American

males and females exceeds the national civilian labor force (CLF)³ percentages. In contrast, the participation rates for Hispanic or Latino males and females in the total workforce are low when compared with the CLF.⁴ Additionally, the separation rate (21.60%) for Black or African American females exceeds the new hire rate (14.16%).

Persons with Disabilities comprise 5.81% of the FCC's total workforce, while Persons with Targeted Disabilities comprise 1.48% of the FCC's total workforce. For FY 2015, the FCC's new hire rate for Persons with Disabilities was 12.39% and the new hire rate for Persons with Targeted Disabilities was 5.31%. The separation rate for Persons with Targeted Disabilities at 1.64% was significantly lower than the new hire rate at 5.31%. Clearly, the FCC is hiring Persons with Disabilities at a much higher rate than Persons with Disabilities are leaving the FCC workforce. Because there is no CLF category for Persons with Targeted Disabilities, the FCC uses the inclusion rate to assess the progress it is making towards the hiring of Persons with Targeted Disabilities. The Inclusion Rate of 24.00% for Persons with Targeted Disabilities is higher than the Persons without Targeted Disabilities Inclusion Rate of 6.43% with regards to hiring of employees. Similarly, the Persons with Targeted Disabilities Inclusion Rate at 8.00% is higher than the Persons without Targeted Disabilities Inclusion Rate of 7.40% with regards to the separation of employees.⁵

Employment in Mission Critical Occupations

The FCC has three mission critical occupations: attorneys, economists and engineers. With regard to the mission critical occupations of attorneys and engineers, the FCC has a diverse staff as the participation rates of females, American Indian or Alaska Native males and females, Asian males and females, Black or African American males and females and Hispanic or Latino males and females compare favorably to their CLF participation rates (*See* Figures 4, 5, 8 and 9). Although more work is required to improve the participation rates of Hispanic or Latino males and females in the mission critical occupation of Economists, the FCC has solid participation rates for the remaining racial/ethnic groups in this series when compared with the CLF (*See* Figures 6 and 7). Notably, the participation rate for Hispanic or Latino males remained steady in the Attorney Series and the Engineer Series (*See* Figures 5 and 8).⁶ Additionally, the FCC is doing very well with regards to the employment (inclusion rate) of Persons with Targeted Disabilities in the Attorney field (54.55%), while more work is required in the Economist (0.00%) and Engineer (4.55%) fields (*See* Figure 10).

³ The identification of groups who have a low participation rate is a measurement gauge and does not constitute or promote using quotas or preferences for selection. As always, the best qualified applicants are selected.

⁴ The reasons for the low participation rates of Hispanic or Latino males and females and the high separation rates of African American or Black females and Asian males are not readily apparent. Accordingly, the FCC will examine its policies and procedures to see if there are any systemic barriers that are fostering these rates.

⁵ Although not part of the permanent workforce, the FCC also hired several interns with disabilities from the George Mason LIFE program.

⁶ Figures 4, 6 and 8 reflect the participation rates of males in the Mission Critical Occupations while Figures 5, 7, and 9 reflect the participation rates of females in the Mission Critical Occupations.

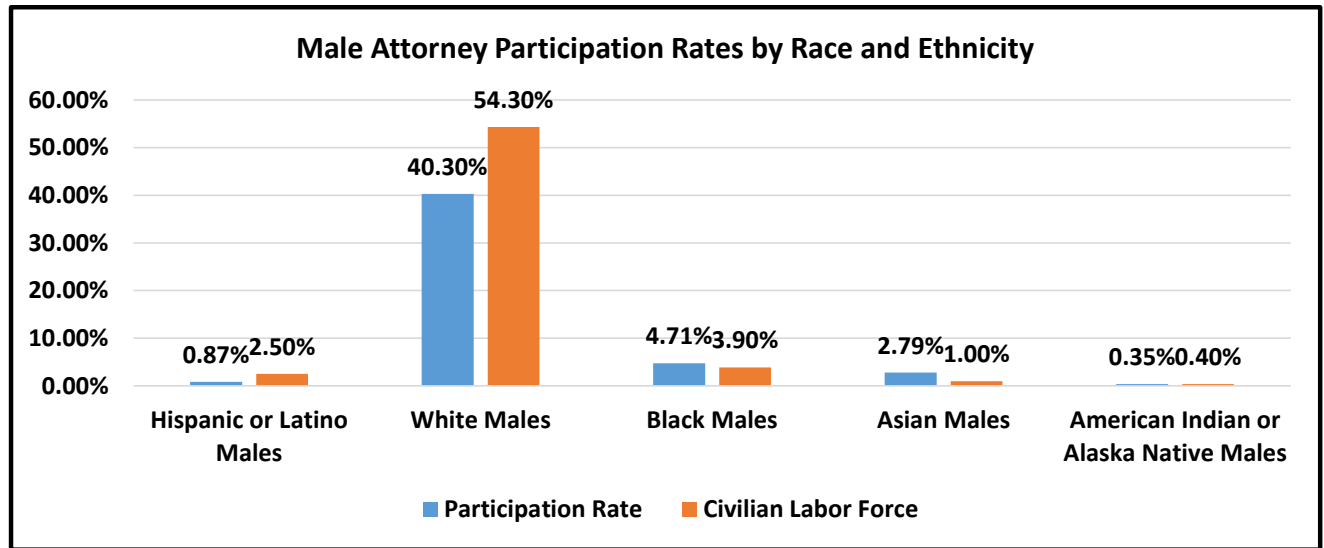


Figure 4

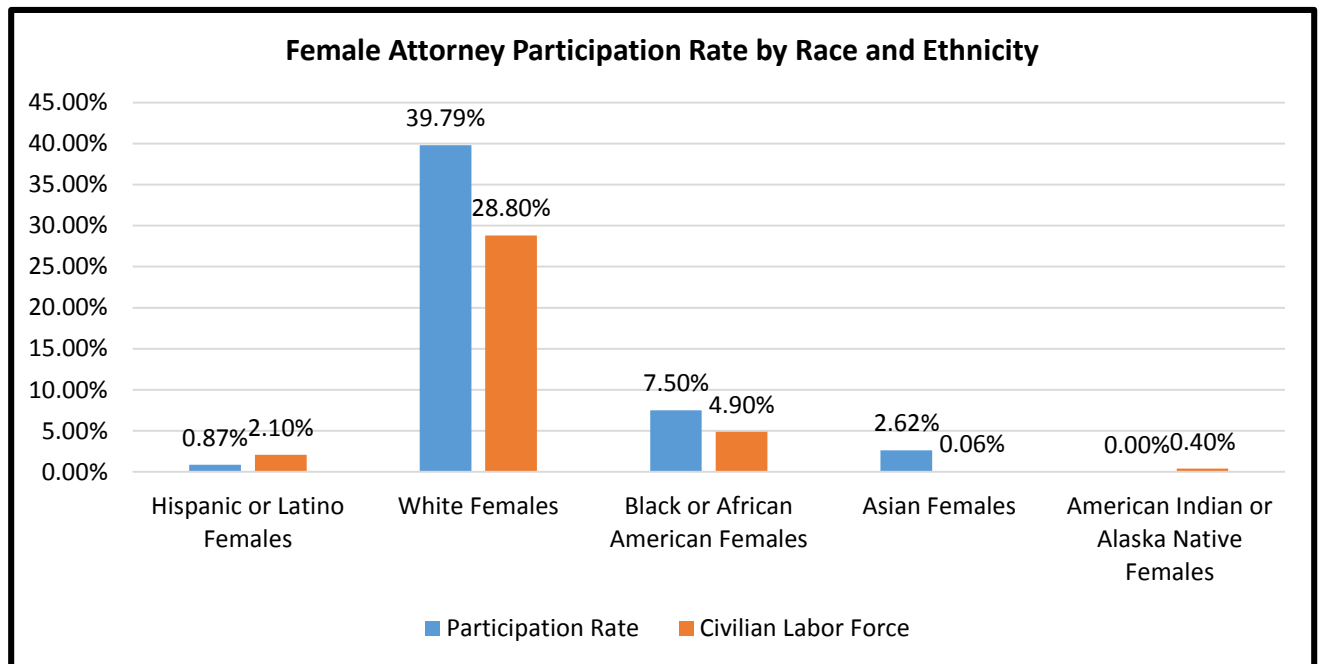


Figure 5

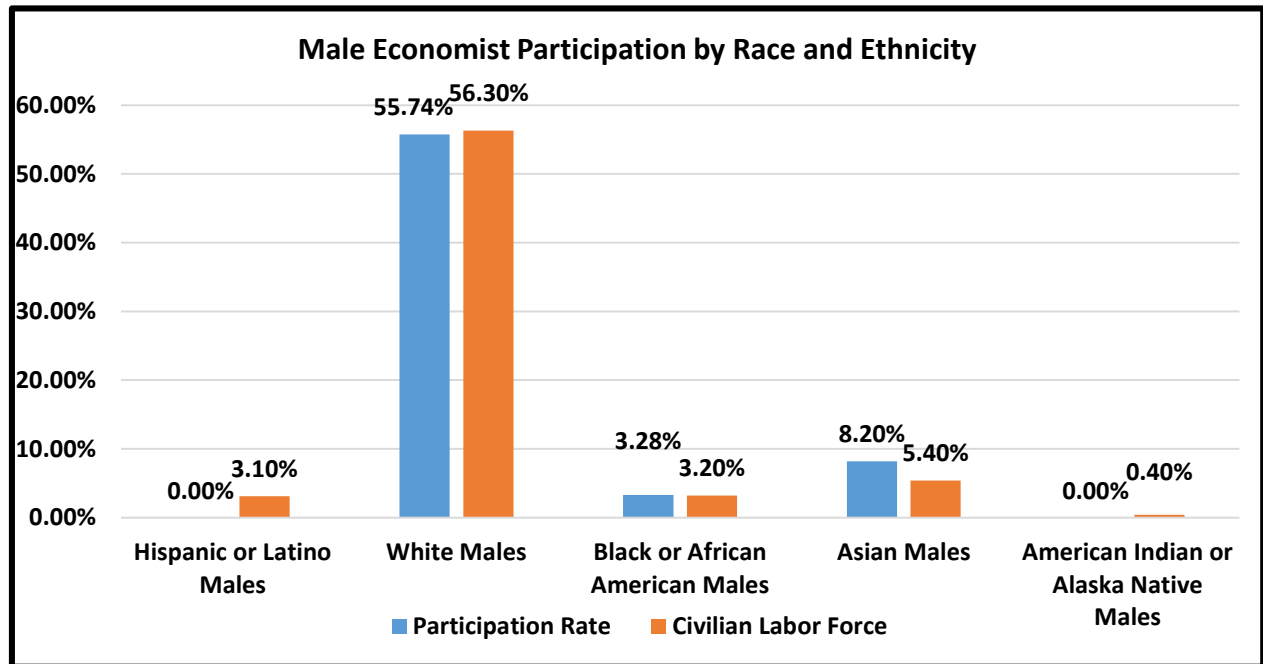


Figure 6

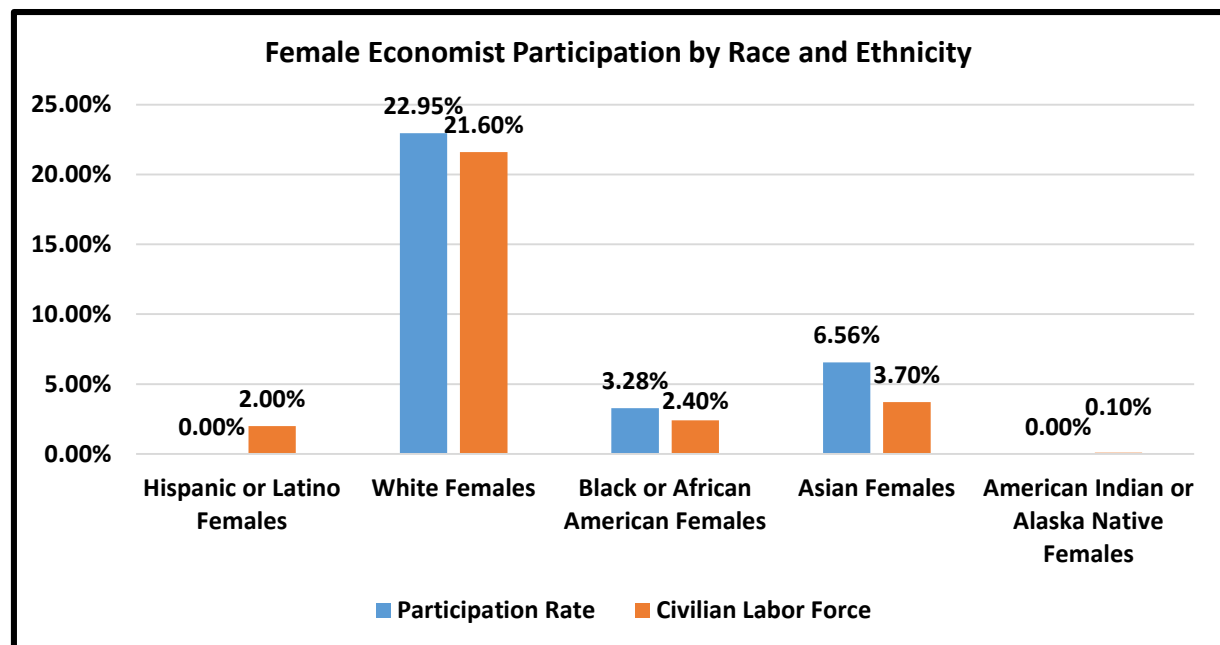


Figure 7

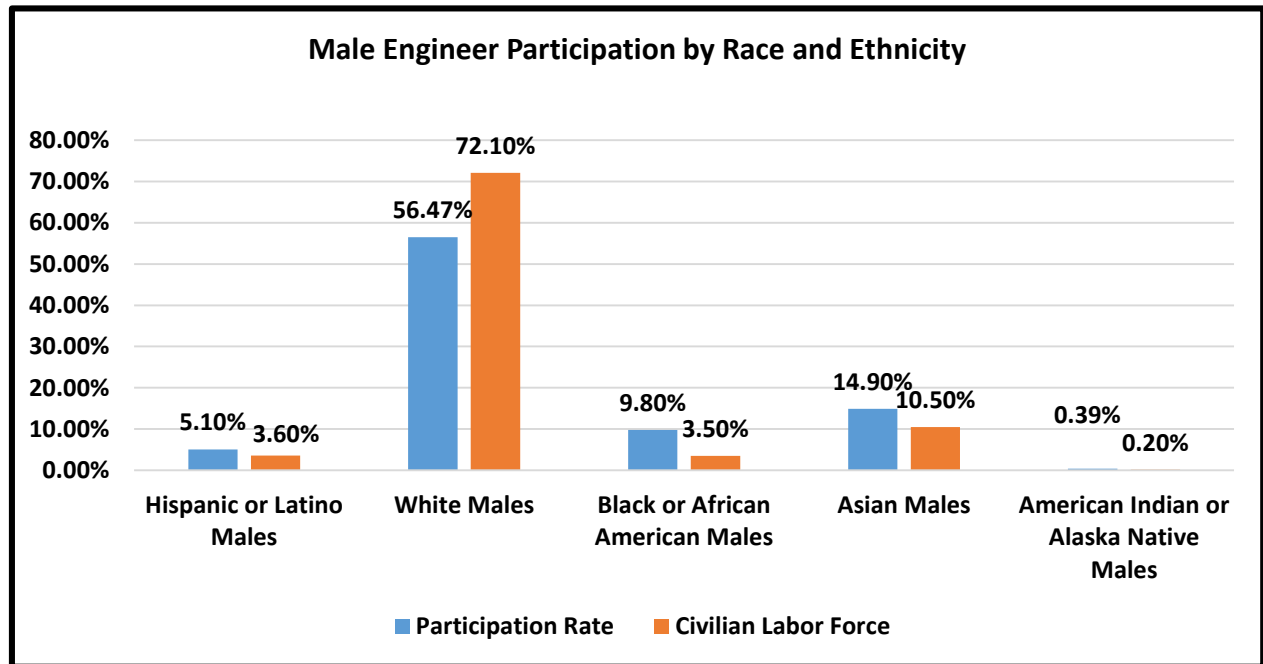


Figure 8

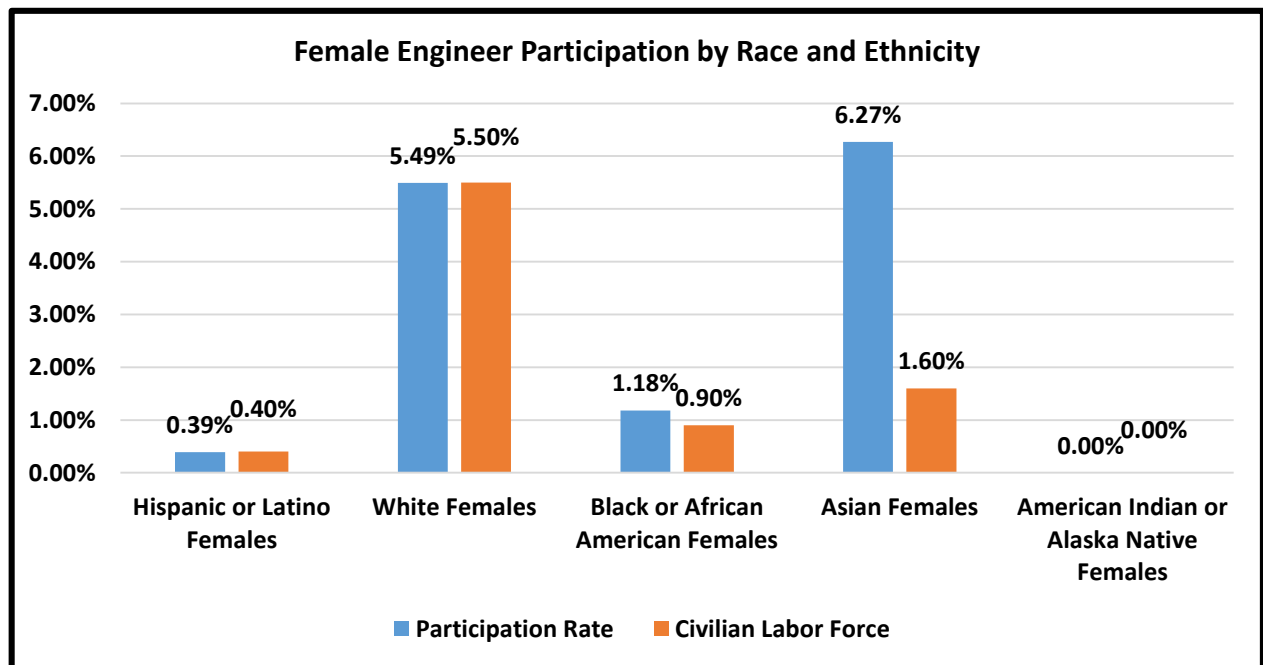


Figure 9

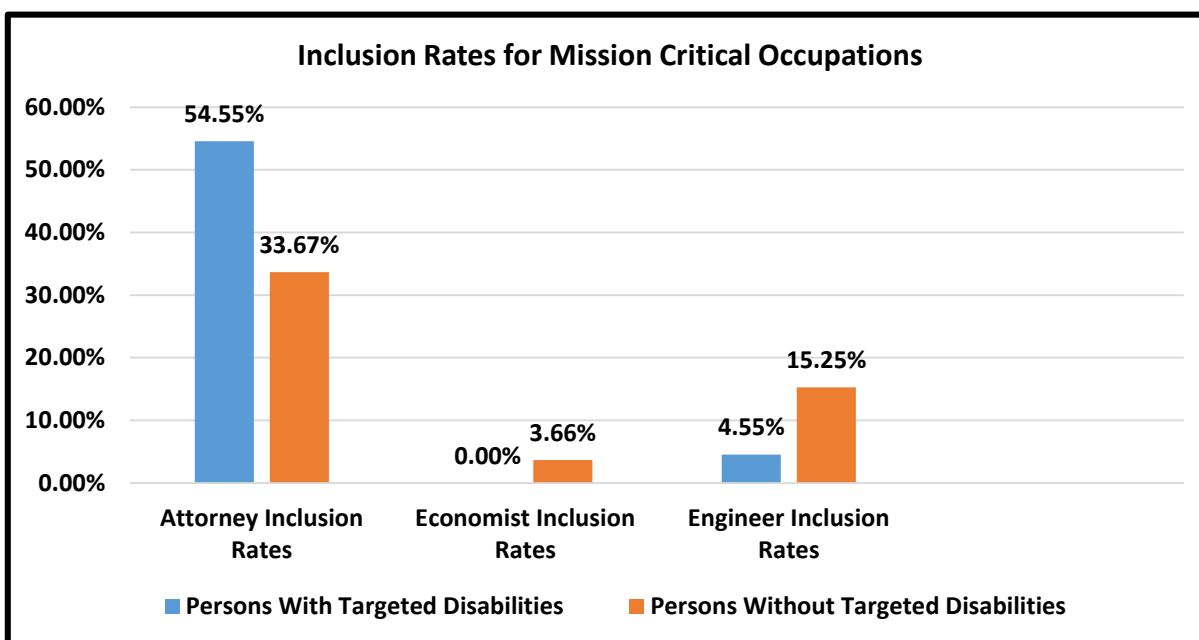


Figure 10

Employment of High Grade Employees

Generally, high grade employees at the FCC are comprised of employees who occupy GS-15 and above positions. Males hold 60.82% of these positions, while females hold 39.18% of these positions (*See* Figure 11). Overall, women represent over 50% of the workforce, but only 39.18% of the high grade positions. Black females represent 20.32% of the FCC workforce, but only 6.90% of the high grade positions. Persons with Targeted Disabilities represent 1.48% of the FCC workforce, but 0.94% of the employees at the GS-15 and above levels. Conversely, Persons without Disabilities represent 91.23% of the workforce and 89.66% of the employees at the GS-15 and above positions. Moreover, Persons with Targeted Disabilities have a lower inclusion rate of 12.00% than Persons without Targeted Disabilities who have an inclusion rate of 19.00%. The representation of Hispanic or Latino males and females, Asian males and females and American Indian or Alaska Native males and females in the high grades is comparable to their representation in the FCC's workforce⁷ (*See* Figures 12 and 13). Conversely, the representation of White males in the high grades is 60.82% while their representation in the FCC's workforce is 49.59%. When comparing the FCC workforce with the CLF, White females and Hispanic or Latino males and females have low participation rates. Thus, White females and Hispanic or Latino males and females have low participation rates when comparing their participation rates with both national workforce statistics and FCC workforce statistics.

⁷ Although the representation is comparable, it must be noted that the representation of Hispanic or Latino males and females is below the CLF, whereas the representation of Asian males and females and American Indian or Alaska Native males and females is comparable to the CLF.

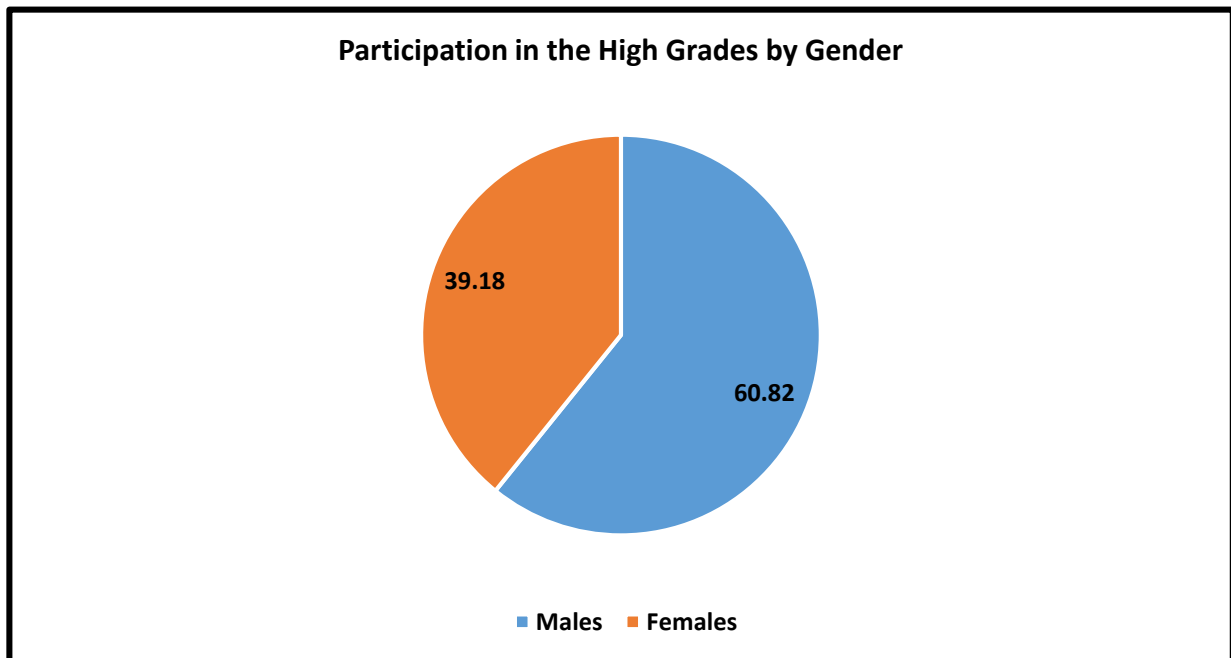


Figure 11

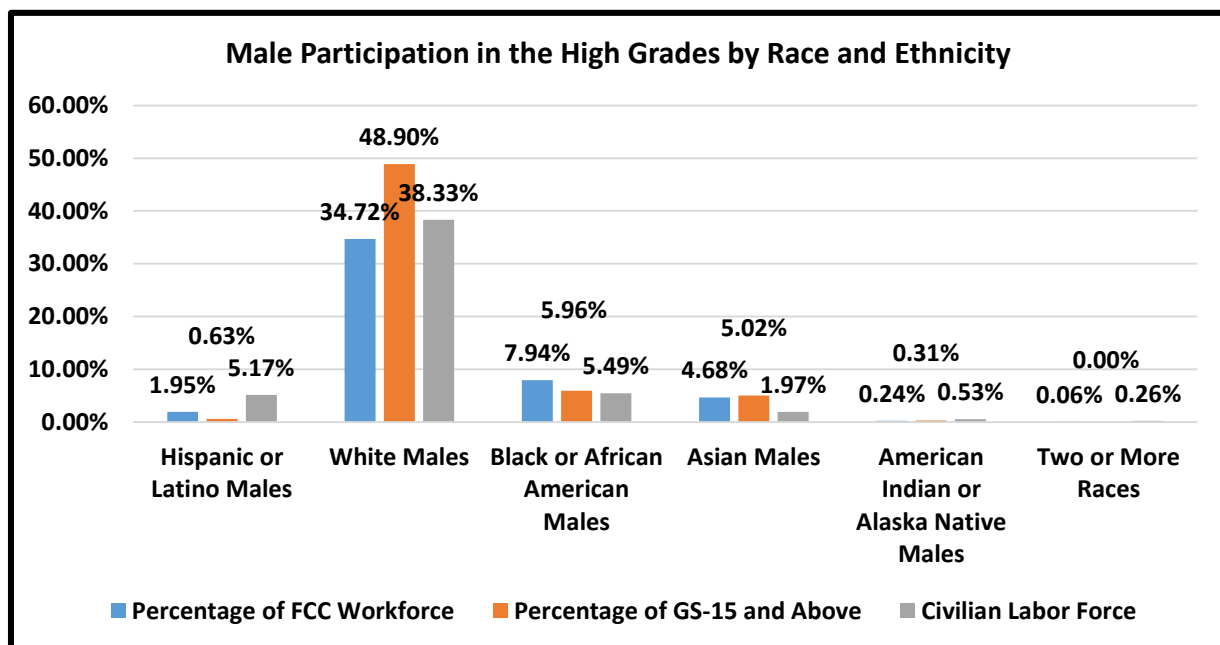


Figure 12

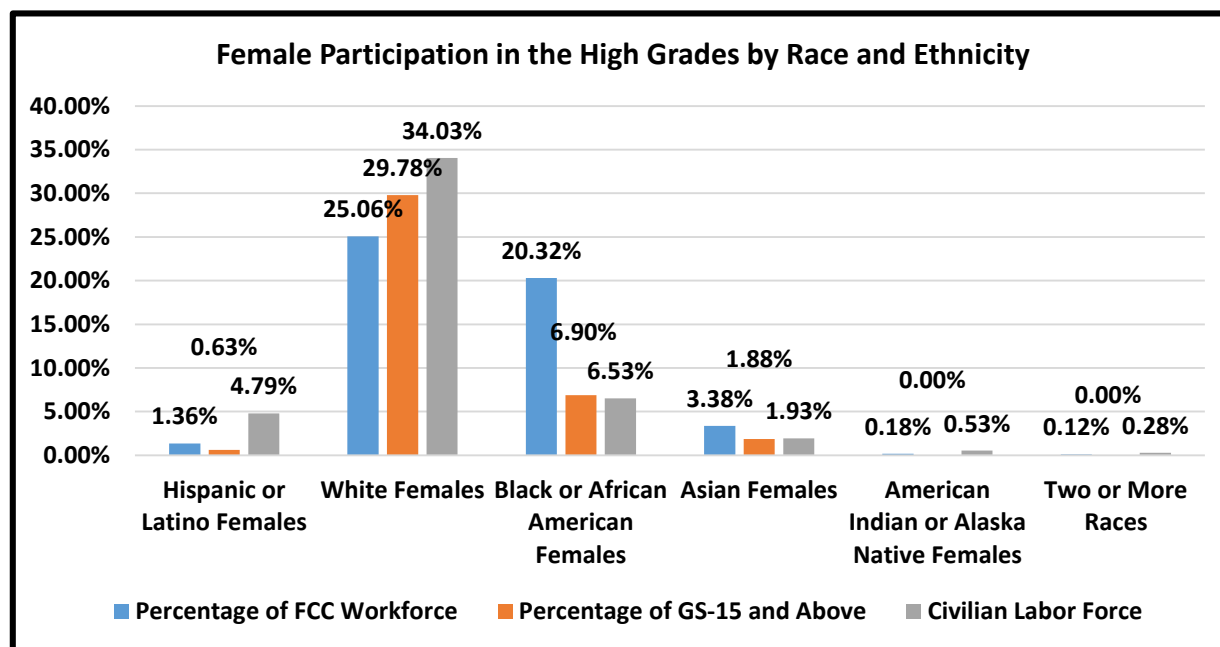


Figure 13

Career Development Opportunities

In September 2014, as part of the FCC's Process Reform Initiative, the FCC established a Training Working Group (TWG) to develop recommendations for improving the FCC's training and professional development opportunities. The TWG completed its report in November of 2015 with nine recommendations:

- Ensure that agency leadership demonstrates the mission-critical nature of training;
- Designate an official Training Point of Contact in each Bureau or Office;
- Make better use of technology, including webinars, recorded training, and Web-based training;
- Reinstate the Individual Development Plan as an option for all employees;
- Create syllabi for "learning tracks" to facilitate focused, customized development;
- Schedule a standing brown bag one to two weeks after each Commission meeting with major agenda items, or other significant actions during the prior month;
- Offer group mentoring for supervisors and non-supervisors;
- Explore establishing a leadership program for future managers; and
- Explore developing a Knowledge Sharing Program that would allow staff to learn about other jobs and "cross train" through personnel exchanges.

In addition to the recommendations of the TWG, the Learning and Development Service Center (LDSC) implemented a number of actions to assist staff with their training and professional development opportunities. These actions included:

- Increasing the certified coaches by 66%;
- Sending a monthly digest of Federal Communications Commission University (FCCU) training opportunities to employees;
- Creating a Training calendar on Outlook that shows all of the scheduled FCCU classes; and
- Revising new employee orientation as a virtual module that will cover Human Resources, ethics, required training, and paperwork issues. The TWG suggested adding a substantive general overview of the FCC's work, and provided materials to that end.

Finally, the FCC continued the training of the five employees hired under the Chairman's Initiative for Employment of People with Intellectual and Developmental Disabilities. The development of these employees resulted in the promotion of four of the five employees to their Full Performance Level in FY 2015.

Complaint Processing

In FY 2015, the OWD received thirteen claims. Of these claims, 81% were counselled within thirty days. Although the OWD offered mediation to each individual, less than 2% availed themselves of this option. The number of formal complaints filed during the fiscal year remained steady at nine complaints. During the period, the average time to complete investigations rose to 220 days.

Supervisors, managers, and employees are encouraged to resolve EEO issues at the lowest level and utilize the FCC's ADR, Employee Assistance Program, and other workplace conflict resolution mechanisms. Full participation of agency supervisors and managers is required in the EEO complaint resolution process.

Diversity Programs

The FCC has a robust program for honoring and recognizing the various groups who make up our nation. During FY 2015, the FCC hosted speakers, theater groups, and dancers for African American - Black History Month, Women's History Month, Asian American - Pacific Islander Heritage Month, Hispanic Heritage Month, and National Disability Employment Awareness Month.⁸ Additionally, the FCC Chairman held a special ceremony to recognize employees who served in the military. The OWD continues to explore other avenues to promote an inclusive workplace.





⁸ Due to the death of the speaker a few days before the National Disability Employment Awareness Month program, the OWD did not schedule another speaker.



FY 2016 Objectives





The Commission's principal EEO objectives for FY 2016 and beyond include:





- Releasing its Diversity and Inclusion Plan;
- Identifying measures to increase the participation rates of Hispanic or Latino males and females and individuals with disabilities;
- Identifying and examining reasons for the high separation rates among Black or African American females;
- Identifying and examining reasons for the low participation rates of Hispanic or Latino males and females in the economist field and the low inclusion rates of persons with disabilities in the economist and engineer fields;
- Continuing, whenever possible, to make frequent use of appropriate appointing authorities, i.e., Schedule A Appointment of Persons with Disabilities, Veterans Recruitment Appointment, Veterans Employment Opportunity Act of 1998, the 30 percent Disabled Veterans Department of Defense Workforce Recruitment Program and the Department of Defense War-fighter Internship Program;
- Reviewing FCC personnel policies to ensure that they do not disproportionately impact members of any particular group;
- Publish Disciplinary Policy or Table of Penalties that covers employees found to have committed discrimination;
- Identifying strategies to increase the proportional representation of minorities in the FCC's higher grade positions, GS-15 and above; and
- Expanding education and training of managers, supervisors and employees on reasonable accommodation resources, procedures and requirements.

This report demonstrates that, with the exceptions noted within, the Commission's workforce is proportionally represented when compared with the CLF. The FCC seeks to maintain a highly skilled, diverse workforce in order to accomplish its mission and goals. Through the initiatives outlined in this report, the Commission will continue working to increase the participation rates for all groups in the agency's workforce and promote equal access and opportunity for all employees and applicants for employment.



EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
The Agency Head was installed on November 4, 2013. The EEO policy statement was issued on July 23, 2014. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X		
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?				Not Applicable
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		





 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		Issued policy statements, provided training courses, published collective bargaining agreement, the Law posters
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		



Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X		
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				Not Applicable
If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?				Not Applicable
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?			X	Part H
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		



Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?			X	Part H
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		



Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to participate in ADR?	X		





Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		



 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X	See Part H.
	Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X	See Part H
	Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?	X		No established review schedule, however, FCC reviewed program in 2015.
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X	The Agency entered in a BNA with the Union regarding discipline and adverse actions. See Part H.
	Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X		
	Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X	There were no findings of unlawful discrimination.
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
	Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
	Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		





Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01
 Measures		Yes	No	


				PART H to the agency's status report
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?			X	Staff requires additional training to undertake the analysis involving such policies.
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		






Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		Staff has taken the Basic MD-715 and Barrier Analysis Course. Staff needs additional training to analyze data regarding individuals with

				disabilities. Staff will undertake the additional training in FY 2016.
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		ITC in conjunction with OWD has completed development of an online complaint filing, tracking and reporting system. Currently, ITC and OWD are testing the system.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		Agency is in the process of revising its procedures.
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
If yes, briefly describe how: Delays on the part of contractors in the counselling and processing times have not been a problem. Delays have resulted in the process for executing contracts as well as receiving funding during Continuing Resolutions.				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?			X	During FY 2015, the Agency modified its process to hire and assign investigators. During the time that procurement changes were being revised and implemented, the time to complete investigations exceeded the normal time frame. Now that the modifications are complete, we look for the time frame to complete investigations to be within the prescribed time frame for FY 2016.
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?			X	An official who is outside of the dispute has settlement authority.

 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?	X			Although Agency was late electronically submitting the MD-715 and Form 462 Reports, the Agency has implemented procedures for timely processing of these documents in the future.
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?	X			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?	X			
Do the agency's EEO programs address all of the laws enforced by the EEOC?	X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?	X			
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	X			
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	X			
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	X			
Does the agency discrimination complaint process ensure a neutral adjudication function?	X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?				Not Applicable

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been	For all unmet measures, provide

		met		a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured.		The Acting Director, Office of Workplace Diversity, serves as the FCC's EEO Director and is accountable to the agency head on all EEO-related matters. In addition, all managers and supervisors have a performance element that requires them to meet "affirmative employment principles, EEO and Diversity goals."		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				

Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Communications Commission		FY 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element B: Integration of EEO into the Agency's Strategic Mission		
OBJECTIVE:	Involve and consult with EEO Director regarding management/personnel actions such as consideration of the human capital plan, succession planning, recruitment strategies, vacancy projections, selections for training/career development opportunities, and other workforce changes.		
RESPONSIBLE OFFICIAL:	CHCO, OWD Acting Director, HR Director, LDSC Director		
DATE OBJECTIVE INITIATED:	01/19/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:			
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)		
Quarterly Meeting with CHCO, HR Director and OWD Acting Director to discuss recruitment strategies, vacancy projections, and other workforce changes.	Start February 2016.		
Quarterly Meeting with LDSC Director and OWD Acting Director to discuss data collection for training and career development opportunities	Start February 2016.		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
None at this time.			

EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Communications Commission		FY 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element C: Management and Program Accountability		
OBJECTIVE:	Meet Regularly to assess whether personnel program, policies, and procedures are in conformity with instructions contained in EEOC management directives.		
RESPONSIBLE OFFICIAL:	CHCO, HR Director and OWD Acting Director		
DATE OBJECTIVE INITIATED:	January 20, 2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:			
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)		
Create time tables to review Merit Promotion Program, Employee Recognition Program, and Employee Development/Training Programs	April 2016		
Establish Working Group to Review Merit Promotion Program Policies, Procedures, and data for systemic barriers	June 2016		
Establish Working Group to Review Employee Recognition Awards Program and Procedures for systemic barriers.	June 2016		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
None at this time.			

EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Communications Commission		FY 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element C: Management and Program Accountability		
OBJECTIVE:	Publish Disciplinary Policy or Table of Penalties that covers employees found to have committed Discrimination		
RESPONSIBLE OFFICIAL:	CHCO, LR Director and OWD Acting Director		
DATE OBJECTIVE INITIATED:	January 20, 2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	January 2017		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)		
Develop Table	May - July 2016		
Negotiate with Union	July - September 2016		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
Not at this time.			

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Communications Commission	FY 2015	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The data suggests low participation rates by Hispanic or Latino males and females in the FCC workforce. The CLF participation rate for Hispanic or Latino males and females is 5.17% and 4.79%, respectively. For new hires, the FCC hires Hispanic or Latino males at 0.88% and Hispanic or Latino females at 0.00%. Moreover, the separation rates for these groups exceed the hiring rate, with Hispanic or Latino males separating from the FCC at 1.60% and Hispanic or Latino females separating from the FCC at 0.80%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Agency is still researching the issue.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Agency is still researching the issue.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Agency is still researching the issue.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>OWD Acting Director and HR Director</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>January 20, 2016</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>June 2017</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Contact Hispanic or Latino employees to find out concerns with hiring process and work environment.	March 2016	
Review exit surveys to ascertain trends	July 2016	
Contact Hispanic or Latino professional groups to recruit candidates for vacancies	Monthly	
Contact Universities and colleges to recruit graduates for employment and undergraduates for internships.	April and August 2016 and January 2017	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
Not available at this time.		

EEOC FORM 715-01 PART J	<p align="center">U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>								
PART I Department or Agency Information	1. Agency		1. Federal Communications Commission						
	1.a. 2 nd Level Component		1.a.						
	1.b. 3 rd Level or lower		1.b.						
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY 2014.		... end of FY 2015.		Net Change			
		Number	%	Number	%	Number	Rate of Change		
	Total Work Force	1728	100.00%	1688	100.00%	40	-2.31%		
	Reportable Disability	95	5.50%	98	5.81%	3	3.16%		
	Targeted Disability*	21	1.22%	25	1.48%	4	19.05%		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.								
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.								
PART III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	1,282	53	4.13	19	1.48	39	3.04	1,171	91.34
4. Non-Competitive Promotions	75	7	9.33	2	2.67	1	1.33	65	86.67
5. Employee Career Development Programs									
5.a. Grades 5 - 12									
5.b. Grades 13 - 14									
5.c. Grade 15/SES									
6. Employee Recognition and Awards	2,803	110	3.92	42	1.50	80	2.85	2,571	91.72
6.a. Time-Off Awards (Total hrs	10,307	441	4.28	175	1.70	151	1.47	9,540	92.56

awarded)									
6.b. Cash Awards (total \$\$\$ awarded)	1,878,444	62,438	3.32	24,787	1.32	51,542	2.74	1,739,677	92.61
6.c. Quality-Step Increase	69	6	8.70	2	2.90	0	0.00	61	88.41

EEOC FORM 715-01 Part J	<p align="center">Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p> <p>In 2014, the FCC hired five permanent employees using the Schedule A authority. In 2015, the Champions trained and mentored the five employees which ultimately led to the promotion of four of the five employees. Moreover, the FCC hired two interns through the George Mason LIFE program. Before the interns' first day, the FCC conducted a sensitivity training program with informal sessions designed to make people aware and sensitive to the needs of the new interns. Finally, the FCC released its "Plan to Increase Employment of People with Disabilities."</p>
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.
Part V Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p> <p>For FY 2016, the:</p> <ul style="list-style-type: none"> • Chairman will continue to lead by example in the hiring of interns with developmental disabilities to work in his office; • Bureau and Office Hiring Managers will receive resumes of people with disabilities, including intellectual and developmental disabilities; • Human Resources Staff will coordinate with OPM to receive a list of names from a standing register of qualified People with Disabilities and veterans for consideration to fill entry level positions; • FCC staff will view FCC-specific online disability-awareness training and participate in informal sensitivity awareness discussions; • OWD will initiate a quarterly seminar with diverse topics associated with advancing and promoting disability awareness; and • OWD will start an Affinity Group to promote the full and equal participation of people with disabilities throughout the Commission, improve disability awareness and provide a platform for discussing issues of accommodation.

